



Merchandise Vendor Registration Form

Company Name _____
Contact Name _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email _____
Business Website _____
Product(s) being sold _____

Date

Location

Venue

Time

Price

Saturday
February 10, 2024

Albany, NY

Desmond Hotel
660 Albany Shaker Road,
Albany NY 12211

1-4p, 5-8p

\$175

Price includes:

10'X10' Space | Pipe and Drape | 8' Table
(2) Chairs | Waste Basket | Table Covering

CHECK HERE IF YOU NEED ELECTRICITY

Payment is due 15 days before the event date. Failure to pay may result in a loss of booth space. There will be no refunds if canceled within two weeks of the event.

PLEASE SIGN HERE

Send registration form and payment to: [Galaxy Events | 235 Walton Street | Syracuse, NY 13202](#)
Email: Lisa@galaxyeventscompany.com | Call 315-471-9597 with any questions



Payment

Payments may be made by check or credit card and returned via email or mailed to:

Galaxy Events LLC
235 Walton Street
Syracuse, NY 13202

Credit Card:

Date: _____

Company Name: _____

Name on Card: _____

Credit Card Billing Address _____

Card Type (Circle One): VISA MC AMEX DISC

Card Number: _____

3 Digit (4 for Amex) Security Code: _____

Expiration Date: _____

Amount: _____

Event: _____

No other charges will be authorized or made to the card without separate arrangements.

Client Signature

Date

Or Check:

Check must be made out to Galaxy Events LLC

Payment is due 15 days before the event date. Failure to pay may result in a loss of booth space. There will be no refunds if canceled within two weeks of the event.



Exhibitors Manual

Event Times

1pm – 4pm and 5pm – 8pm

Exhibit Area Load-In and Set-up time

Set up and load in can only be done on the day of the event from 8:30am to 12:30pm. All exhibitors must be set up by 12:30pm. If you need to set up the day before please let us know and we'll try and make a special arrangement with the venue.

Each vendor is being provided with an approximate 10'x10' space that will include the following:

1 8' table – skirted and covered

2 chairs

Pipe and drape for sides and backdrop

1 dump bucket (for wineries/breweries/distilleries only)

1 waste basket

WiFi Access

**Electricity (110v) is available and must be ordered in advance

We strongly suggest that if you have a hand cart or dolly, you bring that with you.

Insurance

Galaxy Events LLC require vendors that are sampling or selling products that contain alcohol to submit a Certificate of Liability Insurance. **Liquor Liability** has to be noted on the form and the following company must be listed as additional insured and as a certificate holder:

**Galaxy Events LLC
235 Walton Street
Syracuse, NY 13202**

**Desmond Hotel
660 Albany Shaker Road,
Albany NY 12211**

A copy of your Certificate of Liability Insurance must be submitted to us NO LATER two weeks before the event.



Exhibitors Manual

Vendor Wristbands

Each vendor will receive 2 vendor wristbands while setting up their booths. Wearing the wristband will enable the vendor to come in and out of the venue without having to pay admission. All vendors must wear their wristbands at all times during Festival hours.

Event Map

During the week leading up to the event, we will email you a vendor list and map indicating your booth location. We will also include a map that will show you the location of the facility as well as how to get to the load in area.

Booth Decor

We encourage you to be creative and decorate your assigned space – go wild and have fun. Remember, an attendee's first impression of your business will come from the appearance, of your booth and your personnel. When decorating your space, please remember, ALL DÉCOR SHOULD REMAIN INSIDE OF YOUR 10X10 SPACE, please be respectful to your fellow vendors.

Feel free to bring banners, signs, menus, samples and plenty of marketing material to advertise your business. When promoting your product/business, we ask that you remain in your booth. Do not walk the aisles or block other vendors.

Supplies

Don't forget the scissors, tape, electrical cords or anything else you might need to make your space eye-catching and attractive.

Load Out

- Festival will conclude at 8:00pm on the night of the event.
- All Vendors should begin to clean up and break down at that time
- Under no circumstances may a vendor breakdown prior to the official closing of the event
- All participants should be off the premises no later than 10:00pm. Please remember to leave your booth space as clean as your found it upon move-in. Cardboard boxes may be left behind for pick up by the complex cleaning staff.